

# NEW ZEALAND CERTIFICATE IN FOUNDATION SKILLS

NZQA Ref:  
2862

NEW!

LEVEL 2, CREDITS 60

atc **instant**  
EDUCATION SOLUTIONS

60  
CREDITS

## Two Programme Options

There are two possible options to achieve the graduate outcomes of this qualification. Download the matrix of these two options from our website link below.

If these two options do not suit your unique needs then select individual standards from the list below. You can then determine your own additional specific content to ensure your programme is approved with minimum compliance issues.

2 PROGRAMME  
OPTIONS

## STEP 1 Select all these required units = 59 CREDITS

		Level	Credit
1277	Communicate information in a specified workplace	2	3
1280	Use graphics in communication	2	2
1299	Be assertive in a range of specified situations	2	4
2784	Create and use a computer spreadsheet to solve a problem	2	3
2989	Select, read, and assess texts to gain knowledge	2	3
3492	Write a short report	2	3
4253	Demonstrate knowledge of job search skills	2	3
7123	Apply a problem solving method to a problem	2	2
7124	Demonstrate knowledge of one-to-one negotiation	2	2
7127	Exercise informed choice in deciding on a major goods or service purchase	2	2
8824	Research a topic using oral, visual and written sources, and evaluate the research process	2	3
9677	Participate in a team or group which has an objective	2	3
9680	Communicate within a specified organisational context	2	3
10781	Produce a plan for own future directions	2	3
10791	Participate in an informal meeting	2	3
12383	Explore career options and their implications	2	3
20332	Use the Internet for information retrieval in an organisation	2	3
25073	Read texts to recognise differing points of view on a topic	2	3
28094	Produce a balanced budget and adjust the budget to reflect changing financial circumstances	2	3
28096	Evaluate and select insurance product types in relation to events for personal finances	2	3
28097	Evaluate and select personal banking products and services in relation to personal financial needs	2	3
IES765	Reflect on individual and group communication situations (situations from US 1299 needs to be completed together or after 1299)	2	1

## STEP 2 Choose one unit

		Level	Credit
377	Demonstrate knowledge of diversity in the workplace	2	2
10780	Complete a work experience placement	2	3

For a complete certificate solution, visit [www.instant.org.nz/foundation2](http://www.instant.org.nz/foundation2)



## MORE INFORMATION

### Gaining Programme Approvals

The combination of standards selected for this qualification meet all qualification outcomes. A separate technical specification is available on our website to help gain programme approval.

### Pricing Options

Different price options are available based on the unit standards selected. Contact us for a customised quote based on your unique needs.

### Entry Requirements

None.

### Pathway to higher level qualifications

Study or training at NZQF Level 3

National Certificate in Educational Achievement (NCEA) Level 2

New Zealand Certificate in Study and Career Preparation (level 3) [Ref: 2863]

### Transition Information

This qualification replaced the National Certificate in Business Administration and Computing (Level 2) [Ref: 0008]

### Unit Standards

Instant offers single Unit Standard Delivery Packages to save you time and money. Each Delivery Package includes\*:

- **Teacher's Guide**
- **Learner's Guide**
- **Assessment**
- **Assessment Schedule**
- **Sample Answers**

Any NZQA version changes published by Instant within 12 months of original purchase are provided free of charge. Any other upgrade is provided free of charge within 24 months of original purchase. All upgrades, including NZQA version upgrades, are made available at a discounted price, through the organisation or schools personalised 'Member's Library'.

#### Moderation Guarantee

Instant guarantees that if any assessment materials for Delivery Packages fail external moderation, we will modify and replace the Delivery Package free of charge, conditions apply.

*\*Assessment Only Packs do not include the Teacher's Guide and Learner's Guide*

### What's the next step?

For a free quote or further queries, simply phone your Instant Representative on **0800 864 863** or visit **www.instant.org.nz**